



**LEESBURG**  
*The Lakefront City*

## LOT SPLIT/ DEVIATION APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: \_\_\_\_\_

\_\_\_\_\_ **Minor Lot Split** – divide a legally created lot into two (2) parcels (maximum).

\_\_\_\_\_ **Lot Line Deviation** – Adjustment of Lot lines on legally created lots.

1. Project Name: \_\_\_\_\_

2. Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

3. Representative's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

4. Property Information:

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Alternate Key # \_\_\_\_\_

Property is: vacant \_\_\_\_\_ improved \_\_\_\_\_

Size of property: \_\_\_\_\_ acres \_\_\_\_\_ square feet. Dimensions \_\_\_\_\_

**Attach a copy of the Property Record Card AND Recorded Warranty Deed**

5. Utilities:

Property is serviced by: central sewer \_\_\_\_\_ septic system \_\_\_\_\_ central water \_\_\_\_\_ well \_\_\_\_\_

Is the property within 1,000 feet of a central sewer system? \_\_\_\_\_

Is the property within 500 feet of a central water system? \_\_\_\_\_

6. Frontage:

County maintained road? Name \_\_\_\_\_ Number \_\_\_\_\_

Paved \_\_\_\_\_ clay \_\_\_\_\_

Easement? Length of easement \_\_\_\_\_ Width \_\_\_\_\_

7. Property Information:

Is the subject property a Lot of Record? Yes \_\_\_\_\_ No \_\_\_\_\_

Current Zoning \_\_\_\_\_ Future Land Use \_\_\_\_\_

Has this property been granted a variance? \_\_\_\_\_ If yes, Case # \_\_\_\_\_

Number of Lots being created: \_\_\_\_\_

Size of lots being created: Acres \_\_\_\_\_ Square Feet \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me  
on \_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_ (name of affiant,  
deponent, or other signer). He/she is personally  
or has presented \_\_\_\_\_  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
REPRESENTATIVE'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me  
on \_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_ (name of affiant,  
deponent, or other signer). He/she is personally known to me  
or has presented \_\_\_\_\_  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC

SEAL:

\_\_\_\_\_  
NOTARY PUBLIC

SEAL:

**NOTE: PROPERTY OWNER MUST SIGN APPLICATION. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN APPLICATION.**

**To be Completed by Staff Only**

## Planning and Zoning

Preliminary review comments: \_\_\_\_\_

## Development Review Staff sign-off/comments

Planning and Zoning: \_\_\_\_\_

Concurrency: \_\_\_\_\_

Environmental: \_\_\_\_\_

Addressing: \_\_\_\_\_

Engineering: \_\_\_\_\_

Public Works: \_\_\_\_\_

Right-of-Way: \_\_\_\_\_

Access Management: \_\_\_\_\_

Stormwater Management: \_\_\_\_\_

## Recording

Deed Restrictions: Recorded in ORB \_\_\_\_\_ Page \_\_\_\_\_

Easement: Recorded in ORB \_\_\_\_\_ Page \_\_\_\_\_

Affidavit: Recorded in ORB \_\_\_\_\_ Page \_\_\_\_\_

## Mapping

Drawn on map by \_\_\_\_\_ Date \_\_\_\_\_

File name used \_\_\_\_\_

## Review process for Lot Splits/ Deviation

Planning and Zoning Staff will review the application after submittal of a complete application. Planning and Zoning Staff will review the Application for consistency with the City's Comprehensive Plan and Land Development Regulations. The Applicant will be notified of the staff comments and recommendations in writing. Additional documentation may be required in accordance with staff comments.

## The expected time frame for processing:

The average time frame for review and approval is 15 days.

**Preliminary review submittal requirements:**

1. Application form provided by City of Leesburg;
2. A sketch, on paper not to exceed 11" X 17" in size, showing the proposed lot split with the original parcel shown with the boundary(ies) of each parcel being created identified;
3. A parcel sketch on **(2)** aerial photos with the boundary(ies) of each lot indicated. (The **(2)** aerial photos may be obtained at the Lake County Public Works Department, 123 N. Sinclair Ave., Tavares, FL (352) 253-4900);
4. Copy of the Property Record Card and recorded Warranty Deed;

**5. Lot Split review fee - \$100.00****Submission Requirements for Final Approval:**

1. Boundary Survey

A boundary survey shall be required for all parcels. The survey must include and identify:

- a. The overall legal description of the original parcel
- b. The legal description of each parcel created
- c. The legal description of all existing and created easements
- d. All existing structures
- e. The 100 year flood zone and elevation
- f. Mean High Water Line (MHWL) and the amount of acreage within and outside of the MHWL
- g. Jurisdictional wetland line and/or environmental easement

2. Copy of Final Recorded Deeds